



BAKER TECHNICAL INSTITUTE

July 1, 2022 - June 30, 2024

◆ Next Generation Education for Thriving Communities ◆

WELCOME TO

Next Generation Education for Thriving Communities



ABOUT BAKER TECHNICAL INSTITUTE

Baker Technical Institute (BTI) is a leading provider of Career Technical Education programs focused on developing the next generation of skilled workers, technology innovators, entrepreneurs, and leaders in communities. Headquartered in Baker City, Oregon, BTI offers cutting-edge education and training, leading to high-salary, high-demand careers in areas such as heavy equipment operation, healthcare, truck driving and logistics, building trades, manufacturing, welding and more.

LOCATIONS & CONTACT INFORMATION

Baker City Campus - 2500 E Street, Baker City, OR 97814

Phone 541-524-2651

www.bakerti.org

Prineville Campus - 3840 NW Bus Evans Road, Prineville, OR 97754

Phone 541-524-2651

www.bakerti.org

OUR MISSION

To provide relevant education and training in a flexible and dynamic manner that will empower learners to enhance their opportunities for success in their life and careers in a competitive global economy.

BTI's suite of courses are a direct product of what industry advisors see as the next generation of needed workforce skills.

Values

BTI's core values are:

Passion

Excellence with Integrity

Innovation

Collaboration



Board of Directors

Chris Hawkins

Julie Huntington

Clint Morrison

Leadership Team and Staff

Doug Dalton, President

Dr. Thomas Joseph, Director of Programming Curriculum and Instruction

Sandy Mitchell, Program and Marketing Coordinator

Angie Turner, Program Coordinator

Alicia Barker, Registrar/Administrative Assistant

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Campus Directory

Administration:

Office of the President
Program Coordinators
Admissions

541-524-2651
541-524-2651
541-524-2651
541-524-2651

Baker City Campus

Heavy Equipment Operators School
Brody Charpillouz, Operations Manager

Instructors:

Brian Parret
Toby Gangler
Todd Smith

David Frazey
Harrison Holt
Justin James

School of Welding & Metal Technology
Ryan Butler, Instructor

School of Health Sciences
Angela Valderrabano, Program Director
Eryn Wilson, RN, Instructor

School of Trucking & Logistics

Casey Miller, Operations Manager

Instructors:

Justin James
Toby Gangler

Electrician's Apprentice Program
Sandy Mitchell, Program Coordinator

Brian Parret
Todd Smith

Prineville Campus

Heavy Equipment Operators School
Brody Charpillouz, Operations Manager

Instructors:

Brian Parret
Toby Gangler
Justin James

David Frazey
Harrison Holt
Todd Smith

School of Trucking & Logistics

Casey Miller, Operations Manager

Instructors:

Justin James
Toby Gangler

Brian Parret
Todd Smith



BAKER TECHNICAL INSTITUTE

Academic Calendar

2023 to 2024

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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27	28	29	30	31		

Sep 2023						
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24	25	26	27	28	29	30

Oct 2023						
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22	23	24	25	26	27	28
29	30	31				

Nov 2023						
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26	27	28	29	30		

Dec 2023						
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24	25	26	27	28	29	30
31						

Jan 2024						
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28	29	30	31			

Feb 2024						
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Mar 2024						
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31						

Apr 2024						
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May 2024						
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Jun 2024						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

 School Closed/Holiday

Student Services

General information concerning student services and student life may be found at bakerti.org.

ADMISSIONS REQUIREMENTS

Information concerning admission to Baker Technical Institute may be found at bakerti.org.

CAREER CENTER

The BTI Career Center has tools and resources to enhance career readiness and development. Students have access to a specialist in resume building and job search.

*BTI does not and cannot guarantee employment.

FINANCIAL AID

Students are responsible for payment of tuition and fees in accordance with their enrollment agreements. The school admissions office will provide aid to the student regarding payment of the tuition. Additional information concerning financial aid may be found at bakerti.org.

BTI accepts some scholarships. Please contact the admissions office for question or to see if your scholarship qualifies.

RECORDS RETENTION

Student records will be kept confidential and in the secured files of the BTI Office of Admissions in compliance with state law. Progress records will be kept in the office when not in use, and behavioral records will not be taken from the office for inspection. Student records will be kept on file for a period of 10 years after graduation or last withdrawal from BTI and then destroyed. Transcripts will be kept on file for 25 years.

STUDENT HOUSING

BTI does not have dormitories or housing available for its students. Students are responsible for their own housing arrangements.

ACADEMIC ASSISTANCE

Academic assistance is available by contacting the Admissions Office for the school you are enrolled in. BTI tries to ensure that all students succeed in school. If you need special assistance in the courses, please contact us to set up arrangements

**BTI does not and cannot guarantee employment.

Student Services (con't)

STUDENT COMPLAINT AND PROCEDURES

If a student has an internal grievance, the student shall follow these steps with the intent to reconcile their concerns in partnership with the school:

1. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school instructors. Should this step fail then go to step number 2.
2. Student shall contact school Director, Doug Dalton, at (541) 524-2651 or via a meeting with the school Director with the intent to reconcile any concerns. If this step should fail, the student must go to step 3.
3. The student shall submit a written internal grievance to the following email: doug.dalton@bakersd.org. The email shall be labeled, "Student Grievance".
4. Once the school receives the time stamped student grievance, the school will have 20 days to do an investigation and provide the student their written time stamped determination.
5. The school's determination is final.

Should this procedure fail, and the student has exhausted the school's internal grievance policy, the student may contact:

The Oregon Higher Education Coordinating Commission
Private Career Schools
3225 25th Street, SE
Salem, OR 97302
Phone: 503-947-5716

After consultation with the appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

**BTI does not and cannot guarantee employment

Admissions

All applicants to the career and technical education programs for Baker Technical Institute (BTI) will be evaluated using the selection criteria contained in the Admission Policies, unless another process is in place due to regulatory or similar requirements such as the Journeyman Electrician programs or programs where students are selected by others such as tribe trainings.

EQUAL EDUCATION OPPORTUNITY

BTI admits students and makes available to them its advantages, privileges, and programs of study regardless of race, color, sex, religion, national origin, sexual orientation, or disability.

If there is a student with limited English proficiency, a qualified member of the BTI administrative staff will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to BTI programs.

APPLICATION PROCESS

Students interested in applying for admission to BTI programs for admission must:

- Obtain an application from the BTI Office of Admissions and submit at least 10 working days before the start of the course. One application is all that is needed. It will cover admission to all programs if a student is interested in more than one. Online applications are also available at bakerti.org.
- Return the completed application form to the BTI Admission Office by the 10 day deadline.

If incomplete applications are received, the following procedures will be followed:

- The applicant or the applicant's parents (minor student) will be notified by mail by the BTI Office of Admissions.
- 10 days after notifying the applicant and/or the applicant's parents of the incomplete application the application remains incomplete, the application will be voided.

Admission Interview

All candidates that successfully complete the application process will be contacted within 5 days of submission for an interview (see attached). Applicant interview responses will be scored to prioritize placement in the event the number of applicants exceeds the number of spaces for the program of interest.

Late Applications

Applications received after program deadlines or once a program has begun will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list. If the course is not full, students may be accepted into the program with approval by the President and recommendation of the Admissions Office.

Transfer Students

Applications from students who are enrolled in state-approved career and technical programs from other schools will be considered for admission if they wish to pursue the same program of study at BTI. See Eligibility for more detail.

CANCELLATION AND REFUND POLICY

(1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

- (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
- (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
- (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro-rated refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
- (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
- (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in subsections (1)(a) and (b) of this rule, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.

(2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.

(3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.

(4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.

(5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.

(6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.

(7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.

(8) The school shall not charge a withdrawal fee of more than \$25.

(9) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.

(10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:

- (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;

CANCELLATION AND REFUND POLICIES (Continued)

(b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of paragraph (a) of this subsection, but only with respect to the covered portions thereof;

(c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under paragraph (a) of this subsection may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.

(11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.

(12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

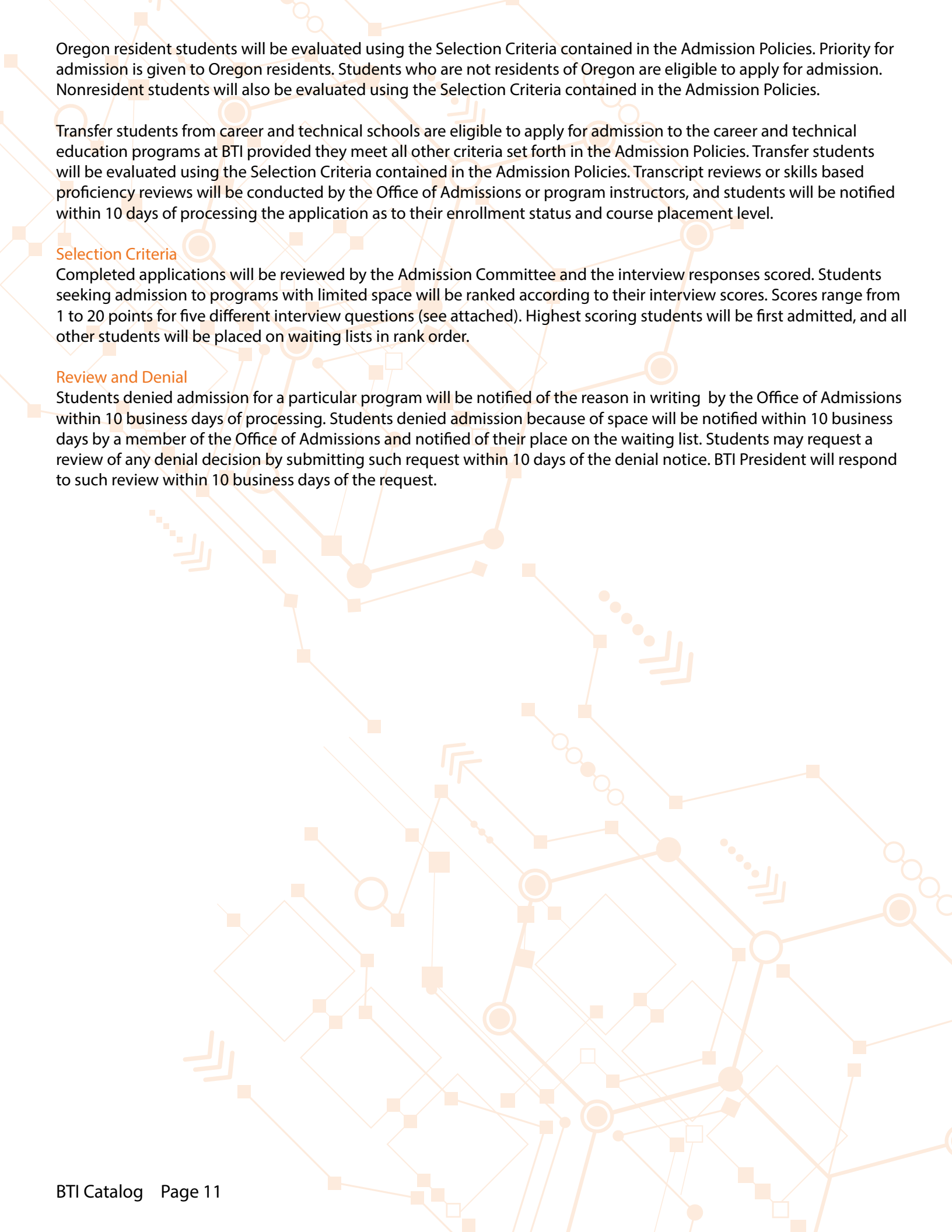
NOTICE TO STUDENT/BUYER

- Do not sign this agreement before you have read it or if it contains any blank spaces.
- This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages before signing.
- You are entitled to an exact copy of this agreement and any disclosure pages you sign.
- This agreement and the school catalog constitute the entire agreement between the student and the school.
- Although the school may provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
- The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
- The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
- The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

Any inquiry a student may have regarding this contract may be made in writing to Baker Technical Institute at 2500 E. St. Baker City, Oregon 97814 or to the Higher Education Coordinating Commission, Private Career Schools Licensing Unit, 3225 25th Street SE, Salem, OR, or by calling (503) 947-5751.

Eligibility

Any person age 16 or older is eligible to apply to the BTI Certified Nursing Assistant (CNA), Welding and Heavy Equipment Operators programs. Any adult age 18 or older is eligible to apply for the BTI Professional Truck Driver and Electrician programs.



Oregon resident students will be evaluated using the Selection Criteria contained in the Admission Policies. Priority for admission is given to Oregon residents. Students who are not residents of Oregon are eligible to apply for admission. Nonresident students will also be evaluated using the Selection Criteria contained in the Admission Policies.

Transfer students from career and technical schools are eligible to apply for admission to the career and technical education programs at BTI provided they meet all other criteria set forth in the Admission Policies. Transfer students will be evaluated using the Selection Criteria contained in the Admission Policies. Transcript reviews or skills based proficiency reviews will be conducted by the Office of Admissions or program instructors, and students will be notified within 10 days of processing the application as to their enrollment status and course placement level.

Selection Criteria

Completed applications will be reviewed by the Admission Committee and the interview responses scored. Students seeking admission to programs with limited space will be ranked according to their interview scores. Scores range from 1 to 20 points for five different interview questions (see attached). Highest scoring students will be first admitted, and all other students will be placed on waiting lists in rank order.

Review and Denial

Students denied admission for a particular program will be notified of the reason in writing by the Office of Admissions within 10 business days of processing. Students denied admission because of space will be notified within 10 business days by a member of the Office of Admissions and notified of their place on the waiting list. Students may request a review of any denial decision by submitting such request within 10 days of the denial notice. BTI President will respond to such review within 10 business days of the request.

Heavy Equipment Operators School

Comprehensive Course

CERTIFICATE PROGRAM

Our courses are suited for beginner or experienced operators who want to train on heavy equipment such as Graders, Dozers, Haul Truck, Excavators, Wheel Loaders and more. Participants will learn, both in our high-tech CAT Simulator lab and in the field, running equipment side by side with our experienced instructors.

The BTI Heavy Equipment Operator training is developed in partnership with industry to ensure they are comprehensive, relevant, and respected by employers. BTI students are taught to operate heavy equipment through a state-of-the-art learning environment combined with the CAT Simulators, hands-on job site training, and using curriculum from Caterpillar and the National Center for Construction Education and Research (NCCER).

Class Hours

240 Hours

6 Instructional Weeks - Full Time

Tuition \$ 7000

Locations:

Baker City Campus

Prineville Campus

Upon Completion:

Students will receive a Certificate of Completion

Requirements: *Students will be responsible for wearing construction work attire which the school does not supply. For questions regarding this, please contact the school at 541-524-2651.



For complete course descriptions, dates, times, and locations offered, please visit <https://bakerti.org>



- ◆ Bulldozer
- ◆ Excavator
- ◆ Wheel Loader
- ◆ Grader
- ◆ Haul Truck
- ◆ Feller Buncher
- ◆ Log Loader
- ◆ Forklift

School of Welding and Metal Technology

Baker Techniical Institute's (BTI) program focuses on hands-on time welding in our state-of-the-art facility using new industry grade equipment. Courses can be completed in a short amount of time with easy open enrollment times that fit your schedule. Get trained and get to work!

Learn all the skills you need to enter the welding industry workforce and compete globally. Our highly trained and qualified instructors are committed to your success!

Course Hours

64 Instructional Hours

6 Weeks @ 3 hours per day, Monday-Thursday

Tuition: \$1,000

Location

Baker City Campus

Upon Completion:

Students will receive a Certificate of Completion

Requirements for All BTI Welding Courses

Students are required to wear long non flammable pants and close-toe shoes such as work boots.

*School provides welding helmet, welding jacket, safety glasses, and gloves.

Qualification Process

American Welding Society (AWS) qualification process and certification is available at the BTI facility.

Students may elect to test for various AWS certifications upon instructor approval. Students will be responsible for paying the testing fee.

Testing Fee - \$200-\$300 based upon test



For complete course descriptions, dates, times, and locations offered, please visit <https://bakerti.org>

Courses Related to Shielded Metal Arc Welding and Related Processes

INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)

Introduction to welding course covers safety and basic knowledge of the setup and operation of the following processes:

- Shielded Metal Arc Welding (SMAW)
- Oxy-Acetylene Cutting (OAC)
- Plasma Arc Cutting (PAC)

Course also includes the overview of welder career responsibilities, work safety practices, career success skills, importance of job attitudes and work ethics, maintenance of equipment, beginning review of welding symbols and corresponding welds, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various positions, and begin fillet welds for plate T-joints, outside corner joints, lap joints, and butt joints.

Prerequisites: None

Course Hours

64 Instructional Hours

6 Weeks @ 3 hours per day, Monday-Thursday

Tuition - \$1000

ADVANCED SHIELDED METAL ARC WELDING (SMAW)

Advanced instruction given in the Shielded Metal Arc Welding (SMAW) process. Course focuses on improving your skills to work toward an all-position weld certification in accordance with AWS D1.1 welding code. Also learn how to cut, prep and layout material for the single V-Groove plate test.

Prerequisites: Introduction to Welding or instructor approval

Course Hours

64 Instructional Hours

6 Weeks @ 3 hours per day, Monday-Thursday

Tuition - \$1000

LAB PERFORMANCE WELDING - SHIELDED METAL ARC WELDING (SMAW)

Lab performance welding time is designed for students to develop a higher level of skill and proficiency in the Shielded Metal Arc Welding (SMAW) process in preparation for a practical weld qualification or certification test or for employment.

Prerequisites: Introduction to Welding, Advanced SMAW, or instructor approval. Course not required but recommended if additional practice time is needed prior to AWS testing.

Course Length - Hourly rate.

Courses Related to Gas Metal Arc Welding and Flux Cored Arc Welding Processes

INTRODUCTION TO GAS METAL ARC WELDING- (GMAW)

Introduction to Welding II course covers safety and basic knowledge of the setup and operation of the following processes:

Gas Metal Arc Welding (GMAW)

Flux Cored Arc Welding (FCAW)

Course also includes an overview of welder career responsibilities, work safety practices, career success skills, importance of job attitudes and work ethics, maintenance of equipment, beginning review of welding symbols and corresponding welds, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various positions, and begin fillet welds for plate T-joints, outside corner joints, lap joints, and butt joints.

Prerequisites: None

Course Hours

64 Instructional Hours

6 Weeks @ 3 hours per day, Monday-Thursday

Tuition - \$1000

ADVANCED GAS METAL ARC WELDING (GMAW) and FLUX CORED ARC WELDING (FCAW)

Advanced instruction given in the Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) process. Course focuses on improving your skills to work toward an all-position weld certification in accordance with AWS D1.1 welding code. Also learn how to cut, prep and layout material for the single V-Groove plate test.

Prerequisites: Introduction to Welding II or instructor approval

Course Hours

64 Instructional Hours

6 Weeks @ 3 hours per day, Monday-Thursday

Tuition - \$1000

LAB PERFORMANCE WELDING - GAS METAL ARC WELDING (GMAW) and FLUX CORED ARC WELDING (FCAW)

Lab performance welding time is designed for students to develop a higher level of skill and proficiency in the Gas Metal Arc Welding (GMAW) or the Flux Cored Arc Welding (FCAW) process in preparation for a practical AWS weld qualification or certification test or for employment.

Prerequisites: Introduction to Welding II, Advanced GMAW/FCAW, or instructor approval. Course not required but recommended if additional practice time is needed prior to AWS testing.

Course Length - Hourly rate.

Courses Related to Pipe Welding Processes

INTRODUCTION TO PIPE WELDING

Designed for students who have advanced arc welding skills and who may be seeking employment in a position where pipe welding is a valued component. Instruction given to pipe layout and fitting techniques to introduce students to proper preparation for successful welds. Students will learn to apply welding skills and processes to produce welds in the 2G, 5G, and 6G positions at industry standards.

Prerequisites: Introduction to Welding, Advanced SMAW, or instructor approval

Course Hours

64 Instructional Hours

6 Weeks @ 3 hours per day, Monday-Thursday

Tuition - \$1000

ADVANCED PIPE WELDING

Designed for students to improve and expand their pipe welding skills using the SMAW process.

Prerequisites: Introduction to Welding, Advanced SMAW, Introduction to Pipe Welding, or instructor approval

Course Hours

64 Instructional Hours

6 Weeks @ 3 hours per day, Monday-Thursday

Tuition - \$1000

LAB PERFORMANCE WELDING - PIPE WELDING

Lab performance welding time is designed for students to develop a higher level of skill and proficiency in pipe welding in preparation for a practical AWS weld qualification or certification test or for employment.

Prerequisites: Advanced Pipe Welding or GTAW Pipe Welding, or instructor approval. Course not required but recommended if additional practice time is needed prior to AWS testing.

Course Length - Hourly rate.

GTAW - PIPE WELDING SPECIALTY COURSE

Designed for students who are advanced in pipe welding (SMAW) and familiar with Gas Tungsten Arc Welding basics. Instruction given to introduce the set-up, adjustment, and operation of the Gas Tungsten Arc Welding (GTAW) process for welding pipe and tube welding.

Prerequisites: GTAW, Introduction to Pipe Welding, or instructor approval

Course Hours

64 Instructional Hours

6 Weeks @ 3 hours per day, Monday-Thursday

Tuition - \$1000

School of Health Sciences

NURSING ASSISTANT 1

BTI's Nursing Assistant Certification Training is an Oregon State Board of Nursing approved program that teaches and prepares students to take the Nursing Assistant Certification Test to become a CNA. This class is a hands-on, in the classroom and lab course that will teach students the necessary tools they need to successfully perform in this career. Our instructors are Registered Nurses with many years of experience both in the field and teaching this course.

Class Hours

80 Hours Classroom

75 Hours Clinicals

155 TOTAL HOURS

Location

Baker City Campus

Tuition - Dependent on location

Upon Completion:

Students will receive a Certificate of Completion

Books required to be purchased by the student:
Mosby's Textbook for Nursing Assistants 9th Edition

Other materials to be purchased by the student:
Scrub bottoms



The School of Health Sciences nursing assistant and certified nursing 2 courses are accredited and governed by the Oregon State Board of Nursing.

For complete course descriptions, dates, times, and locations offered, please visit <https://bakerti.org>

CERTIFIED NURSING ASSISTANT II

The BTI CNA Level 2 training program is for the current Certified Nursing Assistant (CNA), who assists licensed nursing personnel in the provision of nursing care. This is an 88-hour course fulfilling the Oregon State Board of Nursing (OSBN) requirements for CNA 2 training and grants certificate of completion. This course will expand the depth of the CNA's knowledge, skills, and abilities through learning with lecture, discussion, skills lab, and hands-on clinical experience.

Class Hours

60 Hours Classroom

28 Hours Clinical

*88 Total Hours

Tuition - Dependent on location

Books required to be purchased by the student:

Mosby's Textbook for Nursing Assistants 9th Edition

Mosby's Textbook for Nursing Assistants Workbook

A Dignified Life

Other materials to be purchased by the student:

Scrub bottoms

LOCATION

Baker City Campus

Upon Completion:

Students will receive a Certificate of Completion



For complete course descriptions, dates, times, and locations offered, please visit <https://bakerti.org>

Electrician's Apprentice Program

CERTIFICATE PROGRAM

Class Hours

144 Hours Per Year
(4 Year Program)

*576 Total Hours (Related Classroom Learning)

On the Job Training

2000 Hours Per Year
(4 Year Program)

*8000 Total Hours

Tuition - \$2000 Per Year (based on the number of registered apprentices)

Books

Year 1: NCCER Electrical Trainee Guide 9th Edition Level 1
Cost - \$149

Year 2: NCCER Electrical Trainee Guide 9th Edition Level 2
Cost - \$149

Year 3: NCCER Electrical Trainee Guide 9th Edition Level 3
Cost - \$149

Year 4: NCCER Electrical Trainee Guide 9th Edition Level 4
COST: \$149

LOCATION

Baker City Campus

Upon Completion:

Students will receive a Certificate of Completion

The course covers numerous areas of the electrical trade including but not limited to basic electrical safety, construction math, reading of construction drawings, electric lighting, junction boxes, circuit breakers, and control systems.

BTI Electrical Apprenticeship Programs, Inside Electrician and Manufacturing Plant Electrician, are both overseen by the Baker Technical Institute, TATC committee which is comprised of both local employers and employees in the industry. BTI, TATC committee is overseen by the Oregon State Apprenticeship and Training Council (OSATC). All apprentices are registered with or recognized by Oregon State Bureau of Labor and Industries (BOLI), Apprenticeship and Training Division (ATD).

Minimum Qualifications

Apprenticeship applicants must be at least 17 years of age to apply, and 18 to begin the program. In addition, they must provide proof of high school graduation or general education development (GED) equivalent, and complete at least one year of high school algebra or post high school algebra course with a passing grade of 'C'. Apprenticeship committees may require additional qualifications.

For complete course descriptions, dates, times, and locations offered, please visit <https://bakerti.org>

School of Trucking and Logistics

BTI's School of Trucking & Logistics is a hands-on truck driving school and CDL training center. BTI has partnered with industry leaders to develop a top-rated Nationally Certified curriculum that will produce the most qualified drivers. You will gain a solid understanding of the trucking industry with instruction from our highly qualified commercial drivers that are knowledgeable about road safety and procedures with many years experience.

Students will gain experience through hauling weighted loads, driving an advanced driving range at an actual freight location, driving at night, and 1-1 road time.

REQUIREMENTS

- To obtain a CDL, students must pass a physical test and drug test.
- Must be 18 years of age to drive within state lines (intrastate).
- Must be 21 years of age to drive commercial vehicles across state lines (intersate) or to haul hazardous materials.
- Must pass a DMV driving record check
- Must have a current Oregon Driver's License
- Provide proof of your full legal name
- Present proof of your legal presence in the U.S., identity, and date of birth
- Provide your social security number

CLASS HOURS

116 Classroom/lab hours
44 Behind the wheel hours

*160 Total Hours

Tuition \$5900

LOCATIONS:

Baker City Campus
Prineville Campus

Upon Completion:

Students will receive a Certificate of Completion



For complete course descriptions, dates, times, and locations offered, please visit <https://bakerti.org>

Miscellaneous School Policies

Attendance and Tardy Policy

Regular attendance and timely arrival to class are essential in a student's ability to meet proficiency and safety standards to be successful in the course and earn the respective certifications. Based upon this, we require students to have regular attendance and arrival for 80% of the days of class. Any student with attendance or tardiness in excess of 80% may be asked to demonstrate proficiency and safety protocols before continuing in the classroom. BTI instructors will determine if such students are able to continue with the course and/or earn certification. Based upon instructor review, students may or may not be allowed to return to class or face limited activities for safety reasons.

Grading System and Progress Reporting

All courses will utilize a pass/fail grading system for transcribed grades. Some courses require demonstration of proficiency and or have written assessments to earn certification. Interim student progress reporting may occur and will be up to the instructor for each program. Instructors may provide a verbal warning of a student's risk of not passing or completing a course. If improvement does not occur timely, the instructor may issue a written academic warning with a timeframe for improvement to the student, with a copy provided to the Director of Curriculum and Instruction for review.

Student Conduct

The following are examples of conduct that may constitute cause for discipline. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list.

1. Violations of any federal, state, or local law, which, in the judgment of the School, fall within the interest of BTI.
2. Violations of School policies and regulations. Examples of such policies and/or regulations could include Hazing, Academic Integrity, Discrimination, Harassment and Retaliation, and/or any other regulations that may be enacted.
3. Fraudulent or dishonest conduct, including but not limited to, providing false information to the School.
4. Invasion of another person's reasonable right to privacy or intellectual property by any means, including the unauthorized use of surveillance or recording devices on educational premises utilized by the School.
5. Failure to comply with instructions of administrative officials, including instructors, program coordinators, or other officials of the School who have duly identified themselves.
6. All forms of academic dishonesty misconduct, including cheating, fabrication, plagiarism, and aiding and abetting a dishonest act.
7. Intentional disruption or obstruction of teaching, educational or administrative activities or any other form of infringement upon the rights or freedoms of a member of the School.
8. Engaging in conduct that is disruptive, lewd, or indecent, regardless of intent, which breaches the educational environment and/or peace of the community.

Miscellaneous School Policies

9. Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces, or otherwise endangers the mental or physical health or safety of any member of the School.
10. Unauthorized use, misuse, theft from, or damage to School property. Taking, attempting to take, or knowingly possessing or damaging, School, public, or private property without consent.
11. Committing acts which are sufficiently severe, pervasive, or persistent which could substantially disrupt or interfere with the educational environment and/or peace of the community.
12. Unauthorized or illegal use, possession, brandishing, and/or storage of any weapon, hazardous or explosive material.
13. Possession use or distribution of any substance, which is controlled by State law, or paraphernalia, is prohibited.
14. Abuse or obstruction of the conduct process, including non-compliance with sanctions, knowingly providing a false report, knowingly providing false testimony or evidence at a disciplinary proceeding, harassing or intimidating any participant during or after a disciplinary process.
15. Sexual Harassment per Oregon state law which includes sexual harassment, sexual assault, dating violence, domestic violence or stalking which occurs on or off School educational facilities.

Student Discipline

BTI's Student Code of Conduct helps ensure the safety and security of our school community. This document informs students and organizations of their rights and responsibilities within the conduct process and upholds the integrity and values of BTI. When students choose to enroll at BTI, they are expected to respect its values.

The Student Code of Conduct is more than a collection of College regulations to be abided by – it seeks to promote the school's values and to educate students.

DISCIPLINARY PROCESS:

- A. If there are parallel criminal and Conduct investigations, BTI will cooperate with the external law enforcement agency and will coordinate to ensure that the Conduct process does not hinder legal process or proceedings.
- B. Any School community member may submit a complaint alleging a violation of the Student Code of Conduct. School community members may also submit a complaint on behalf of another person. All complaints shall be reported to the President of BTI as the Conduct Officer or his/her designee.
- C. Regardless of whether the reported incident occurred on campus or elsewhere, the School will analyze and may choose to respond or, in instances involving sexual harassment, sexual assault, domestic violence, dating violence, or stalking, may have an obligation to respond.

Miscellaneous School Policies

D. Once a complaint has been received, a Conduct Officer determines next steps which could include:

1. No action taken due to insufficient information.
2. No further action needed (Such as a report that is informational in nature or where appropriate action has already been taken).
3. Open a case and conduct an inquiry.

E. If an inquiry is deemed necessary, the Conduct Officer will notify the respondent of the alleged violations, their rights and responsibilities, and resources.

F. The Conduct Officer will initiate an inquiry which may include meetings with the responding student, the complaint party, witnesses, and any other involved individuals. The accused student and complaint party will be given written notice of meeting time(s) and any other necessary information as determined by the Conduct Officer.

1. In order to help ensure a timely process, the complainant and responding party are expected to respond to requests to meet in a timely manner. If either, or both, do not respond to such requests to meet within 5 business days it may be determined that they are electing not to participate in the conduct process and the process may continue without their participation.
2. If a student refuses to comply with the disciplinary process, or withdraws from school during the disciplinary process, the school reserves the right to finalize the process without the student's participation.
3. A student for whom a violation has been alleged, which may result in separation from the school, and who withdraws prior to the receipt of inquiry notice, the school reserves the right to determine next steps which could include:
 - a. Proceeding with the disciplinary process
 - b. Placing a hold on the student's account for registration (with the stipulation that the process be finalized prior to the hold being released)
 - c. Or other processes that the school deems appropriate based on the circumstances of the charge.

G. At the conclusion of the inquiry there will be a determination of finding. Findings may include:

1. Not Responsible
2. Responsible

H. The Conduct Officer writes a finding letter, which provides the student with written notification that includes the complaint, the given charges, and the finding of responsibility.

1. If the finding is not responsible the finding letter will be delivered to the respondent and the case will be considered closed.
2. If the finding is responsible, with recommended sanctions which do not involve separation from the School, the finding letter will be delivered to the respondent who will then have the opportunity to appeal the finding and/or sanction/s.
 - a. If the finding is responsible, and the charge is of a nature which could include separation from the School, the finding letter will be presented to a Review Panel to determine sanctions.
 - b. Once sanctions have been determined, sanctions will be added to the finding letter and delivered to the respondent, who will then have the opportunity to appeal the finding and/or sanction/s.

Miscellaneous School Policies

I. The Review Panel will consist of 3 School employees and a chair. Panel members could include Faculty, Board Members, Administrative employees, or a student. At least 3 individuals need to be present for a quorum. In the case of a tie the chair will vote.

II. INTERIM ACTIONS

A. Interim Actions

1. Pending the decision and/or outcome, the status of a student should not be altered, or their right to be present on the campus and to attend classes suspended, except in circumstances where the President (or designee) deems such action necessary to protect the safety and/or well being of students, other members of the campus community, School property, and/or operations. The School retains the right to impose interim protective measures in its sole discretion.
2. A student who has had interim measures against them may request to meet with the President (or their designee). This meeting is only to appeal the interim measures.
3. The President (or their designee) may affirm the interim measures, alter them, or remove them.

III. SANCTIONS

A. Disciplinary sanctions are imposed when students are found in violation of Student Code of Conduct. Sanctions for misconduct will be determined on a case-by-case basis, utilizing six main criteria:

1. The nature of the offense.
2. The precedent established by previous sanctions.
3. The previous disciplinary history of the student.
4. Aggravating or mitigating circumstances.
5. The developmental needs of the student.
6. The safety and well-being of the community

B. Possible sanctions could include:

1. Disciplinary warning: A warning that further misconduct may result in more severe disciplinary action (generally given in cases of minor misconduct).
2. Disciplinary probation: The student is placed on probation for a defined period of time and is notified that further violations of the Student Code of Conduct may result in more severe sanctions, up to and including suspension or expulsion from the School. Forfeiture of privileges or other sanctions may also be enacted for further violations.
3. Restitution: The student or organization is required to pay for damages or reimbursement resulting from a violation of this code.
4. Disciplinary suspension: Given for serious misconduct when it is believed that the student should be removed from the School for a specified period of time.

Upon readmission, the student will be placed on disciplinary probation for a minimum of one month.

5. Disciplinary expulsion: Given for serious misconduct when it is the judgment of the School that the student should never be permitted to re-enter or otherwise be affiliated with the School.

Miscellaneous School Policies

IV. APPEAL PROCESS

A. The respondent will have 5 business days, from receipt of finding letter, to submit an appeal along with any supporting documentation.

B. The Respondent may appeal the finding, any sanctions, or both.

C. Failure to submit an appeal within the given time frames will render the decision final and conclude the disciplinary process.

D. Appeals may be made based on the following reasons:

1. A procedural error occurred during the process that had a direct impact on the outcome;
2. New evidence has come to light that has a direct impact on the outcome which could not have been discovered through proper diligence before or during the original proceeding;
3. Allegations of bias that may have substantially impacted the fairness of outcome, process, and/or sanctions.

E. Once an appeal is received the Conduct Officer will forward the appeal, any supporting documentation, and their written response to the Chair of the Appeal Panel.

F. The Chair will determine whether the appeal meets one of the aforementioned criteria, and will either deny the appeal or convene the Appeal Panel to review the Appeal.

G. The Appeal Panel will consist of 2 School employees or board members, a student, and a chair. At least 3 individuals need to be present for a quorum. In the case of a tie the chair will vote.

H. The outcome of the appeal process may include:

1. Affirm or change any findings.
2. Affirm or change any sanctions.
3. Remand the decision back to the conduct office to reopen or review the case.

I. The Chair of the Appeal Panel will notify the respondent and Conduct office of the final determination of the panel. This decision is final.



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